

UNITED STATES DISTRICT COURT, NORTHERN DISTRICT OF OHIO

Position Title: Court Operations Specialist- Temporary One Year and One day Positions

Location: One Position in Cleveland and One Position in Akron
(travel between offices in Akron, Cleveland and Youngstown required)

Salary Range: CL 23 - CL 25 (\$27,928 - \$55,546)
Starting salary commensurate with work experience, education, prior/present pay history and previous Federal Court experience.

Opening Date: October 3, 2005

Closing Date: Open until filled - resumes preferred by October 21, 2005



The U.S. District Court Clerk's Office has an immediate opening for two, temporary one year and one day, Operations Specialists. One position is located in Cleveland and one position is located in Akron. Travel between offices in Youngstown, Cleveland and Akron is required, based on the operational needs of the Clerk's Office.

The Clerk's Office offers an opportunity for self-motivated, detail oriented individuals with excellent interpersonal skills and strong work ethic to launch, or continue, a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative.

Judiciary employees serve under excepted appointments, are considered at will employees, and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes pre-tax deductions for health benefits premiums, health care expenses, dependent care, and commuter benefits. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) for payment salary.

Introduction:

This position offers an excellent opportunity to gain experience and knowledge in a variety of functions in the Office of the Clerk. Duties include customer service; electronic docketing; reviewing and processing of documents which are the official record of the Court; scanning of documents; and mail processing. Additional duties may include jury support and electronic recording of court proceedings. These vital functions of the Clerk's Office provide a good overview of the variety of functions performed and an opportunity to become familiar with court documents, the sequence of their use, and how cases move through the federal court.

Representative Duties:

Docket: Makes summary entries by computerized means of documents and proceedings, such as pleadings, petitions, motions, complaints, minutes, and orders; opens and closes cases; prepares and transmits notices, judgments, and orders; answers inquiries on case status.

Customer Services: Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements; files documents meeting requirements and collects appropriate fees; prepares case file and routes documents to proper offices/persons; furnishes information to a wide variety of people within and outside the court.

Records: Retrieves and files documents and files cases; makes copies of records for court personnel, attorneys, and others; operates a variety of copying and records equipment.

Mail/Scanning: Sorts, monitors, and scans court documents through an imaging system; prepares and mails copies of documents to attorneys, court personnel, and other federal agencies; operates automated mail room equipment to process mail, picks up and delivers mail, and manually folds, stuffs and meters mailings.

Operations Support Duties: Assists with the preparation of documents and files. Performs special projects, such as compiles statistical data and prepares tables or spreadsheets, develops new forms, and plans and completes complex copy projects.

Electronic Court Recorder Operator: Makes a verbatim recording of court proceedings, properly logs audio proceedings, and arranges for production of written transcripts, as requested.

Jury: Provides services and assistance to potential jurors including checking in jurors, conducts juror orientation, responds to written correspondence and verbal communication, monitors and records juror attendance.

Educational Qualifications: Bachelor's degree or paralegal/legal education preferred.

Skills and Experience:

Preference will be given to applicants who have:

- ◆ proficient user of the Court's electronic filing system
- ◆ previous federal court experience or previous work experience in a legal environment
- ◆ expert customer service skills
- ◆ have excellent keyboard skills and experience in use of computer applications, e.g. WordPerfect, Excel etc
- ◆ demonstrated ability to apply a body of rules, regulations, directives, or laws
- ◆ demonstrated ability to communicate information accurately and timely
- ◆ attention to detail
- ◆ strong organization skills
- ◆ ability to maintain strict confidentiality and work under strict deadlines

Application Instructions: Qualified persons are invited to submit a cover letter and application form AO78, available at the court's web site: <http://www.ohnd.uscourts.gov>. At least three references will be required of applicants who are selected for a personal interview.

**Clerk of Court
United States District Court, Northern District of Ohio
801 West Superior Avenue, Cleveland, OH 44113-1830
Attn: Personnel Department 2005-CADC-08**

Information for Applicants: The final candidate will be subject to a background investigation. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement. The U.S. Courts require employees to adhere to a Code of Conduct which is available to applicants for review at the court's web site. Only candidates selected for an interview will be contacted.

The United States District Court is an Equal Opportunity Employer